



Covid-19 Whole School Risk Assessment (addendum)



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CVEA Covid-19 Risk Assessment

Work Activity/ Hazard:	COVID-19 Whole School Risk Assessment (Addendum)	Property	Castle View Enterprise Academy	Section:	Education
Date of Assessment:	Jan 2021	Date to be Reviewed:	Feb 2021		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

1 – 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk
Spread of COVID-19	Employees	Follow current government and HR advice on lockdown and who should remain at home.	1	5	5	Staff email sent out to communicate and check staff who are extremely clinically vulnerable.	1	5	5
	Students	Only critical workers and vulnerable students offered a place within the Academy during the current lockdown.				Staff rotas in place to limit numbers of staff within the building at one given time. Enough staff to supervise critical workers and vulnerable students.			

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Main Entrance	<p>Employees contracting COVID-19</p> <p>Students contracting COVID-19</p>	<p>Staff to use main entrance to the building.</p> <p>Separate entry and exit doors for each separate year group for critical worker and vulnerable students attending:</p> <p>Year 7 – Humanities Year 8 – Science Year 9 – Technology Year 10 – Maths Year 11 – English</p> <p>Students to stay within their year group bubble at all times.</p> <p>None fire doors to be kept open where appropriate to minimise volume of touching handles.</p> <p>Signage and floor markings to assist in social distancing.</p>	1	5	5	<p>Face mask to be worn by staff on arrival to the Academy and at all times in communal areas.</p> <p>Face mask to be worn by students on arrival to the Academy and at all times in communal areas.</p> <p>Critical workers and vulnerable students to stay within their year group bubble at all times with dedicated entry/exit.</p> <p>All students seated 2m apart in classrooms with a maximum of 8 per room.</p> <p>Signs and cones to explain line system for each year group.</p> <p>Hand washing facilities and/or sanitising for use on entry and exit as well as before and after lunch.</p> <p>PPE available at main entrance for staff.</p>	1	5	5
Corridors	<p>Employees contracting COVID-19</p>	<p>Staff reminded to use access passes for opening door release where possible.</p> <p>One-way systems where possible.</p>	1	5	5	<p>Face mask to be worn by students and staff at all times in communal areas.</p> <p>Floors markers at 2m intervals where relevant.</p>	1	5	5

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	Students contracting COVID-19	<p>Vision screens in door kept clear at all times.</p> <p>Floor markings to be used to keep 2m apart.</p> <p>Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use.</p>				<p>Critical workers and vulnerable students to stay within their year group base.</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas.</p> <p>Cleaning equipment and signs next to printers so they can be cleaned before and after use.</p>			
Toilets	<p>Employees contracting COVID-19</p> <p>Students contracting COVID-19</p>	<p>Restricted number of people using the toilets at any one time.</p> <p>Maximum occupancies (1 person every 2 metres) identified on the door.</p> <p>Toilets are screened from each other.</p> <p>Additional regular cleaning scheduled.</p> <p>No waiting inside toilet - if queue required staff to line up 2m apart on main street or use disabled toilets.</p>	1	5	5	<p>Signage created and viewable in all areas</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas.</p> <p>Students supervised to ensure staggered usage is achieved.</p> <p>Handwashing guidance displayed.</p>			

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		Students only to use their allocated toilets linked to their year group zone: Year 7 – Student Services Year 8 – Science Year 9 – Technology Year 10 – Maths Year 11 – English				Critical workers and vulnerable students to stay within their year group bubble at all times and use dedicated toilets. Students to wash hands and place paper towels in pedal bin provided. Sanitizer also available.			

To be completed by the Individual undertaking the risk assessment:

Name: Gareth Barwell

Job Title: Facilities and Centre Manager

Signature:

Date: 27/01/2021

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Jo Owens

Job Title: Head of School

Signature:

Date: 27/01/21